



Plan or Design Revisions During Construction

Any changes to the Permitted Construction Plans during the construction of the project, must first be discussed with the LDD Inspector assigned to the permit. The Engineer of Record shall also be involved in any changes to the Permitted Construction Plans. The Inspector shall be notified via email prior to any changes to the construction of the infrastructure in the field. If a schedule change is required, due to a project not being completed by the original completion date indicated on the plans, then the plans sheet containing the construction schedule shall be revised to reflect the additional time being requested. A letter of explanation of the changes should accompany the plan resubmittal for clarification.

Criteria for Change

Some minor changes can be allowed as a “Field Change” and pickup up on the As-Built submittal. Major changes to the Permitted Construction Plans during the construction of the project shall be resubmitted to the Land Development Division for review. Determination of how the changes to the plans are handled will be at the discretion of the Inspector and the Inspection Supervisor. Reasons for revision to the plan are as follows but not limited to:

- Unforeseen conflicts
- Changes due to adjacent projects
- Owner changes
- Schedule changes due to delays in the project

How to notify

Once the inspector has been notified, and agrees to the need for a change in the plan, the Engineer of Record can submit the revised plans through QCR. The Permittee shall allow for 10 days review time once the revised plan has been submitted (Plan should not require multiple submittals). Once the revised plan has been reviewed and found “In General Compliance”, the Permittee should allow 5 days for the permit staff to prepare the revised permit. Upon notification, the Permittee can come City Hall, 5th Floor to obtain the revised permit. This may include revised bonding, insurance certificate, and additional fees.

Any changes that effect the accuracy of the Plat documents may cause additional delay to ensure the Plat documents are correct.

All changes to the plans, shall be submitted to the City as “Changes to Approved Plans” with the required IB159 resubmittal form and fees (description of the fees can be found on the “Key Ordinances” page. Submit the appropriate number of plan sets to QCR through:

City Planning and Development Department - Development Services

Attn: Sy Noorbakhsh, C.B.O. Supervisor of Plans Management
Permits Division, Plans Management Branch
Kansas City, Missouri 64106
Tele: (816) 513-1500 Opt #3 then Option #3 again
E-mail: sy.noorbakhsh@kcmo.org
Fax: (816) 513-1484

Approval of any changes will not be reflected until the permit for the requested change has been reissued.